



Summer Foods Service (SFSP) Monthly Online Billing

Go to the Claim website https://dhs.arkansas.gov/dccece/snpclaims/

Things You Should Know

- Meal reimbursements are submitted monthly by institutions that have active CACFP agreements with the Health and Nutrition Unit (HNU).
- Claims for meal reimbursements are processed for direct deposit weekly, on Friday.
- In order to receive your meal reimbursement timely, the claim must be submitted before 11:59 PM, Thursday.
- A monthly claim cannot be submitted prior to the end of the month for which you are claiming.
 - Example: the January 2019 claim cannot be submitted until February 1, 2019.

Things You Should Know

- Institutions participating in SFSP must submit their own monthly claims.
 - HNU staff will not submit claims on behalf of an institution.
- A claim month must be submitted to HNU within 60 days.
 - For example: The November 2018 claim must be submitted by January
 29, 2019 in order to be reimbursed for November 2018 meals.
- In order for the meal reimbursements to be deposited into your bank account, you must first, provide a completed direct deposit form, a voided check (temporary checks cannot be used), and a W-9.

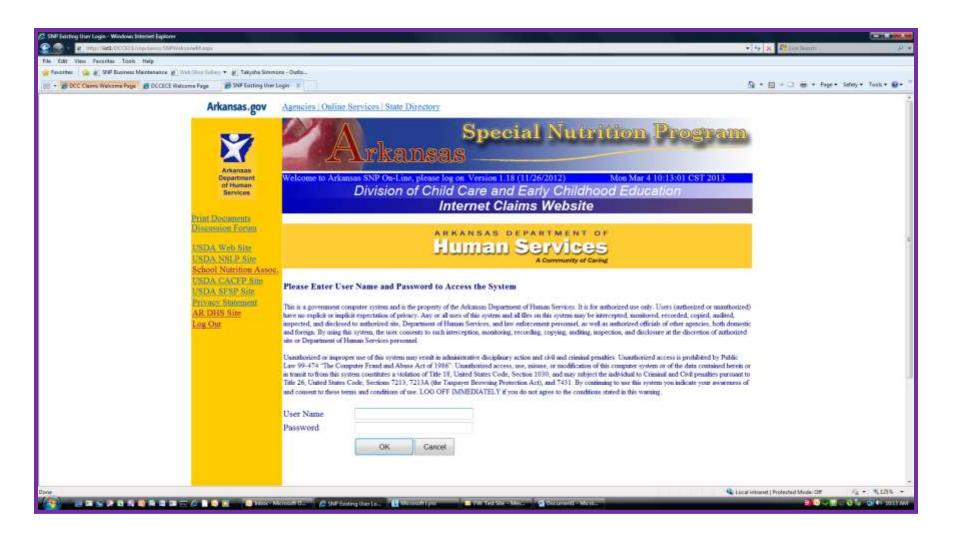
Issues that May Prevent You from Submitting a Claim

- Attempting to claim before your application has been approved.
- If you have made changes to your application that have not been approved by HNU.
- Attempting to claim for a month that has not ended.
- Attempting to claim for a month that is not marked on your application.
- Attempting to claim for a meal service that has not been approved on your application.
- Attempting to claim for more meals than you have been approved for.

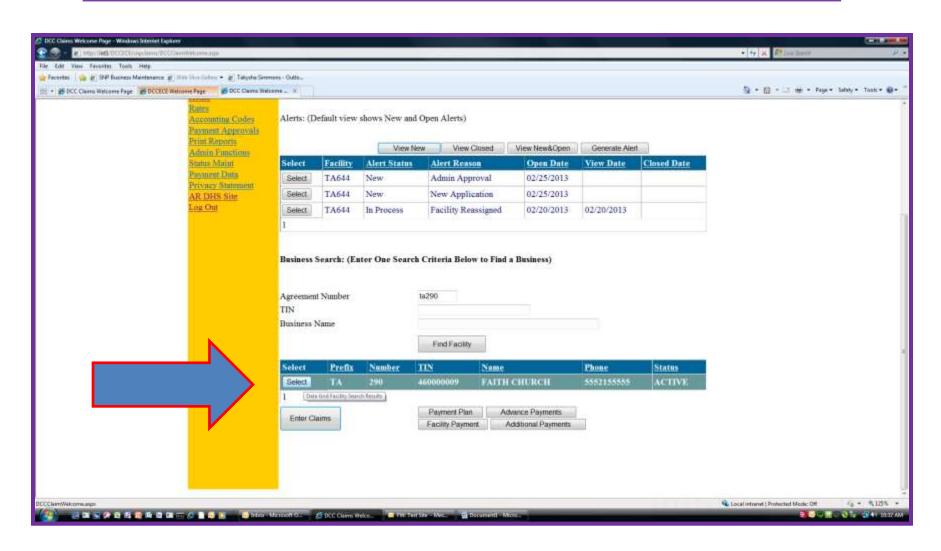
Issues that May Prevent You from Submitting a Claim

- The amount of operating days entered exceeds what is listed in your application.
- The person attempting to submit the claim may have limited access to the SNP claims website or may not have an active account.

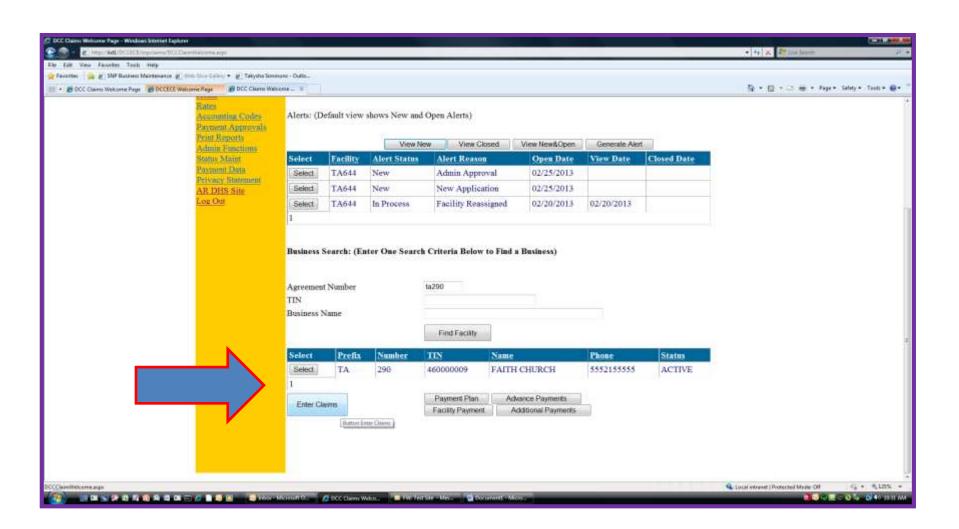
Enter username and password



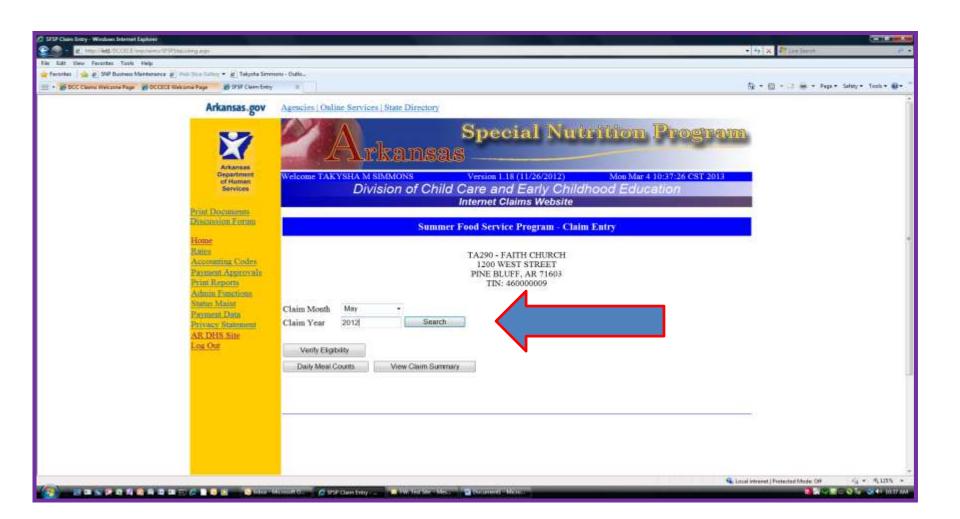
Select the sponsor you are entering a claim for



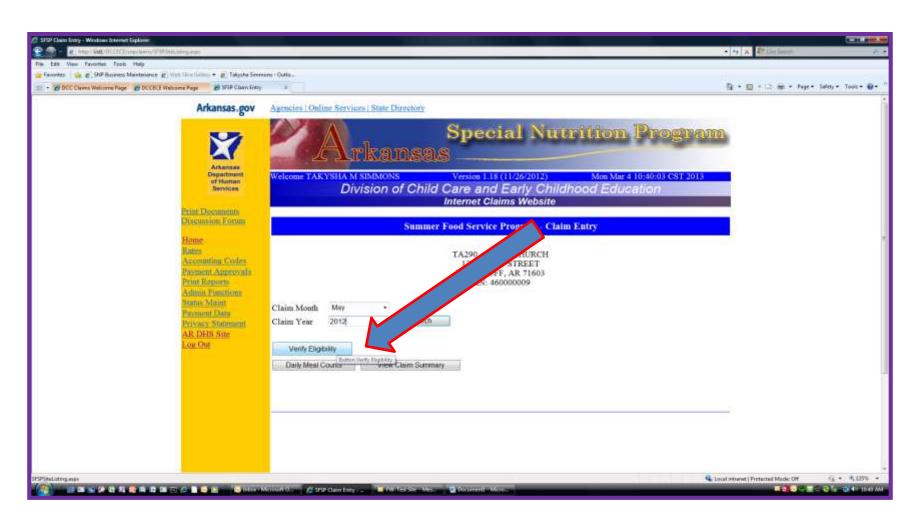
Click the button that says enter claims



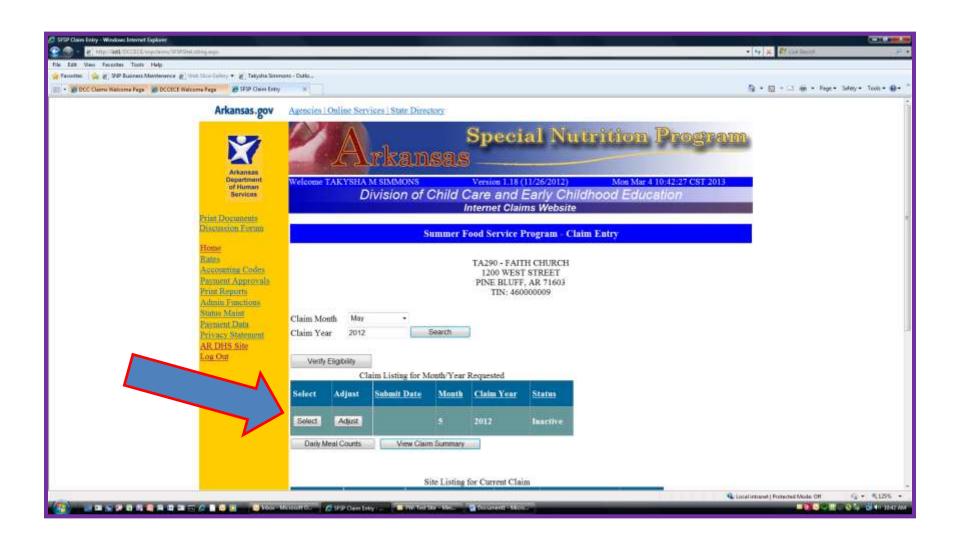
Enter the claim month and year



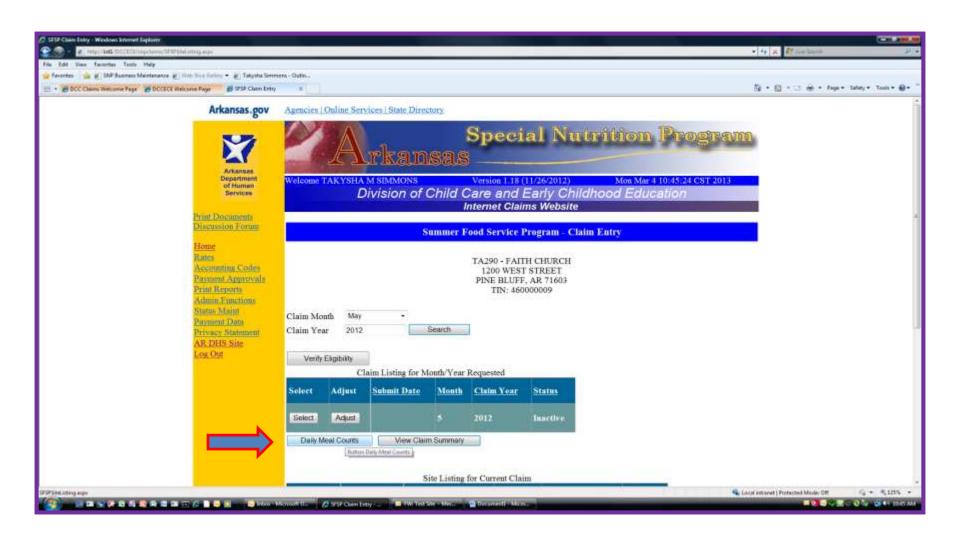
Click verify Eligibility



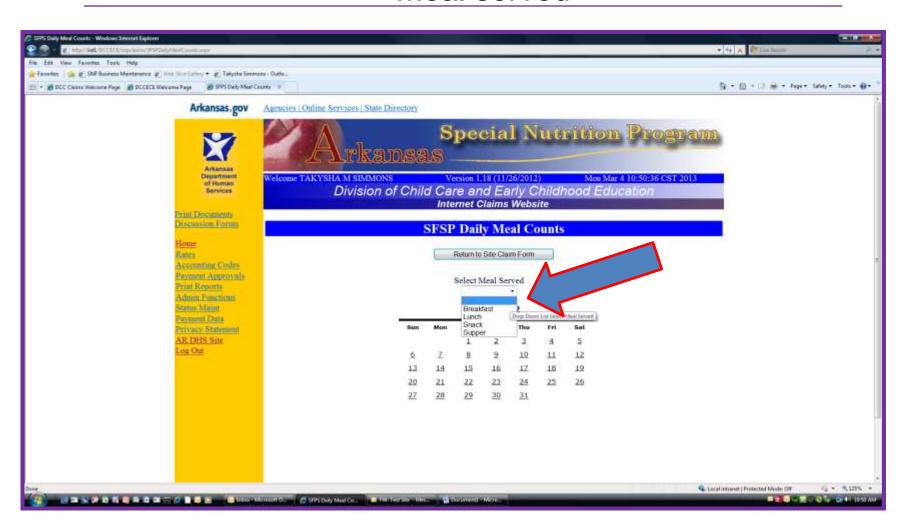
Click the select button in the claim grid



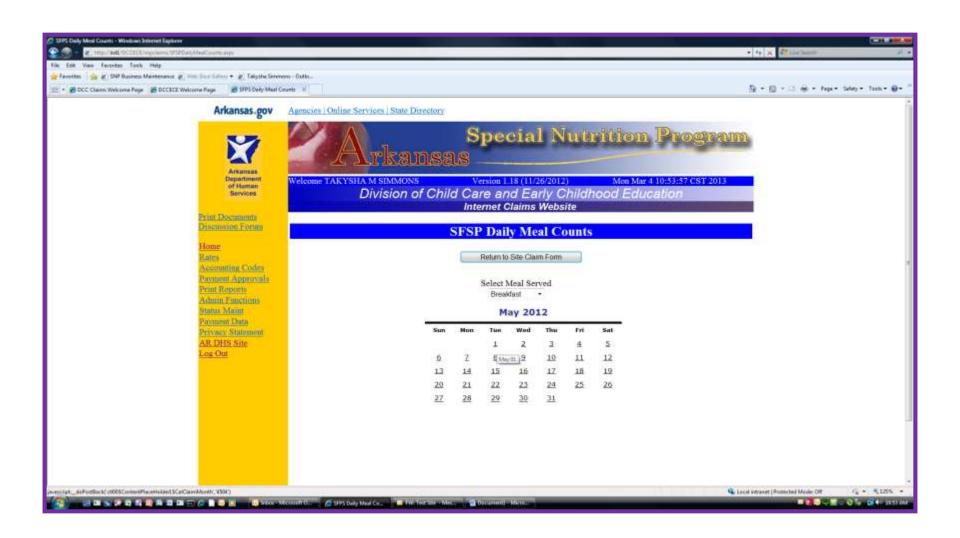
Click the daily meal count button



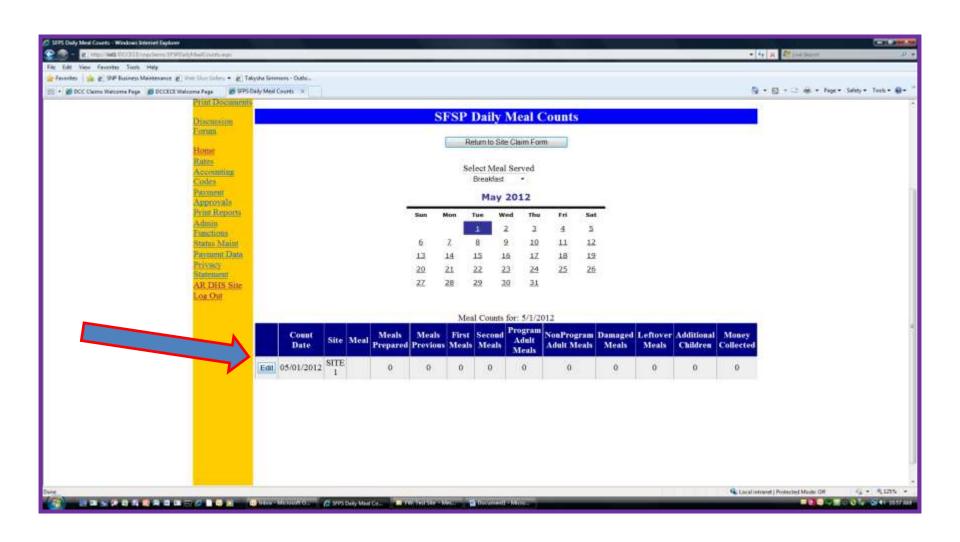
Use the drop box to select the type of meal served



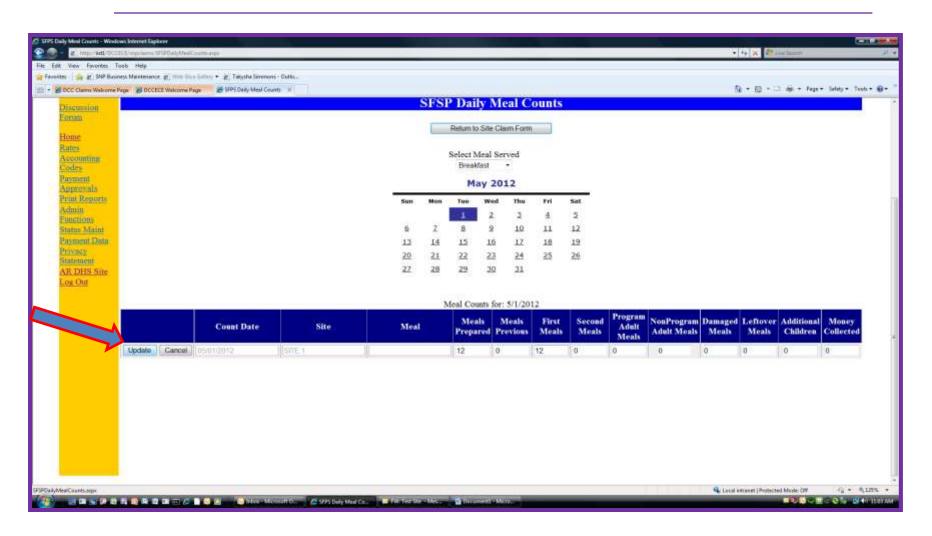
Click the day that you are entering meals for



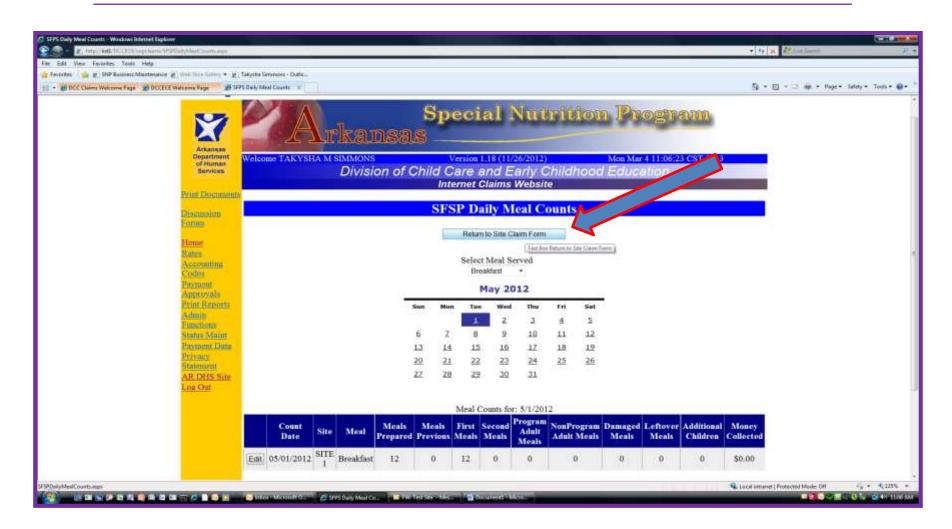
Select edit and enter the daily meal count



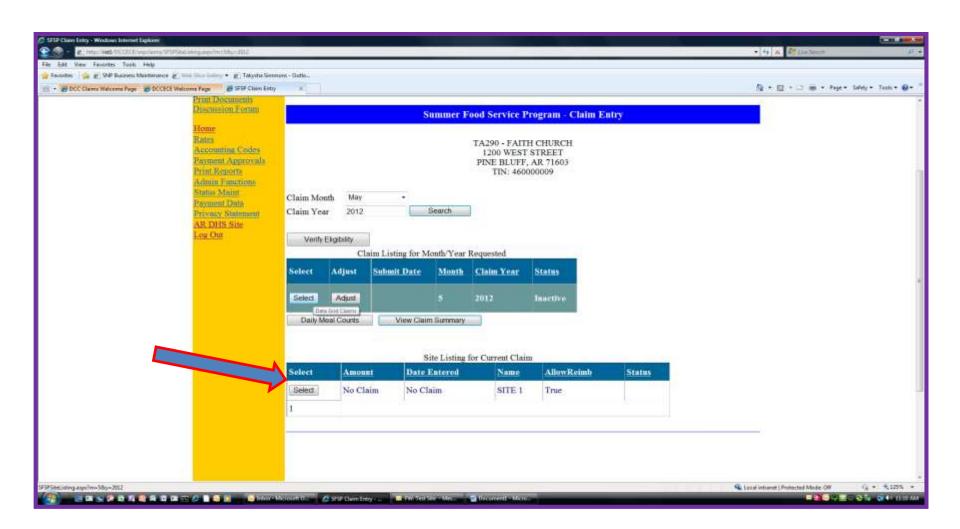
Click update and repeat for each site and meal type



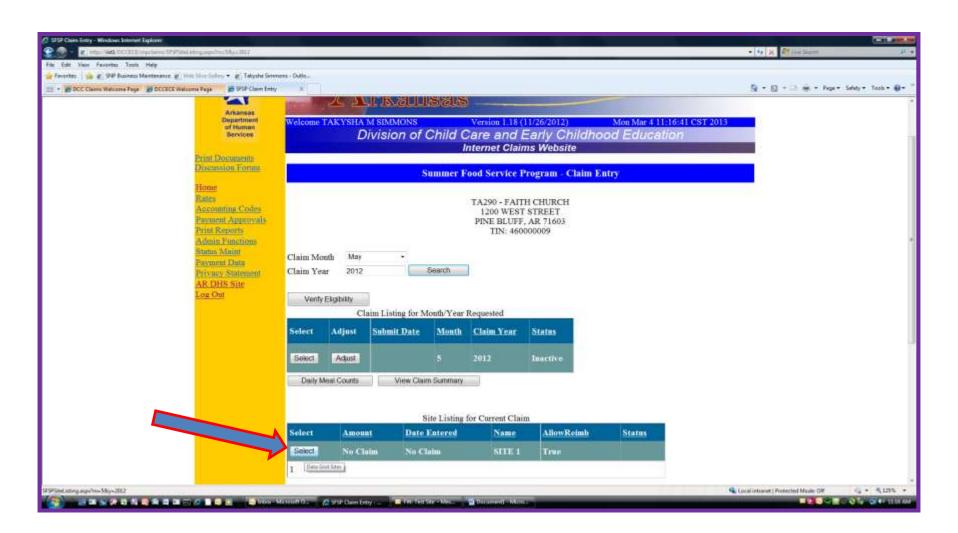
Click the button that says return to site claim form



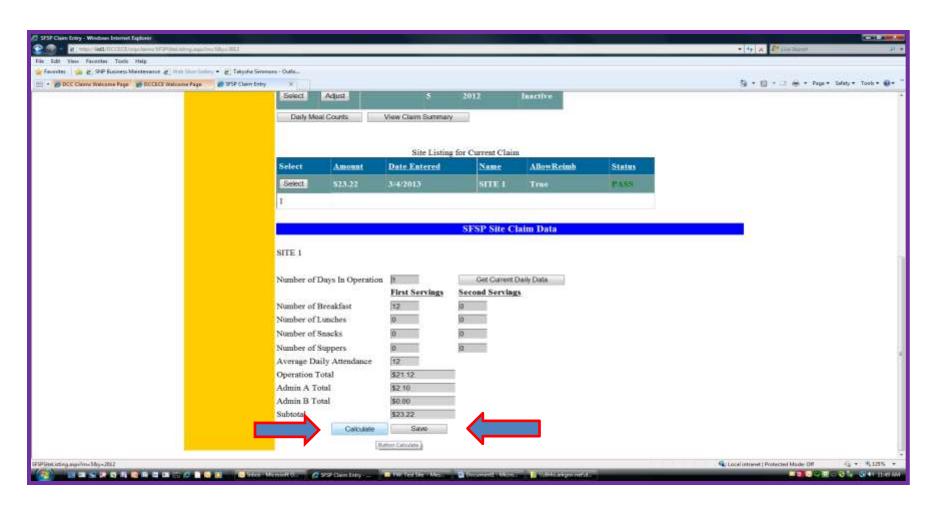
Click the select button in the claim grid under claim listings



Scroll down and select the site that you entered the daily meal count for

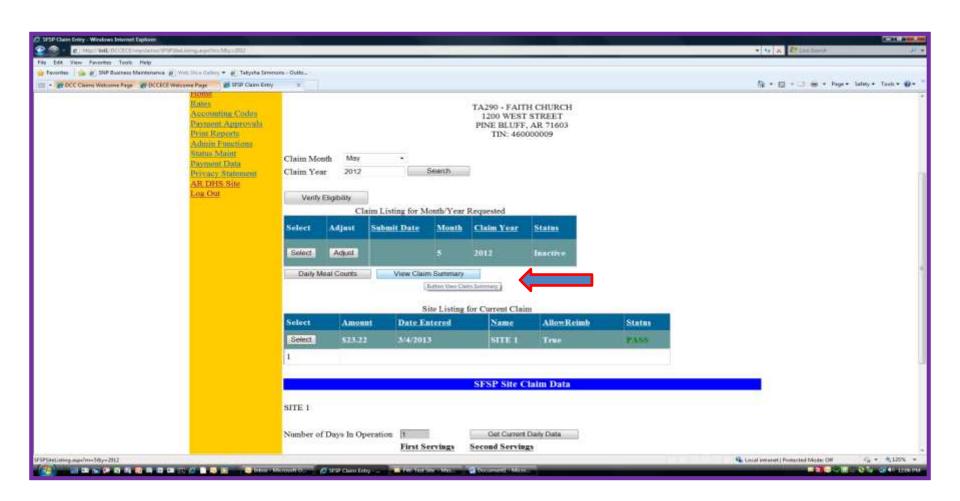


Click calculate and save



Note: Make sure the status says Pass before submitting

To submit claim go to view claim summary

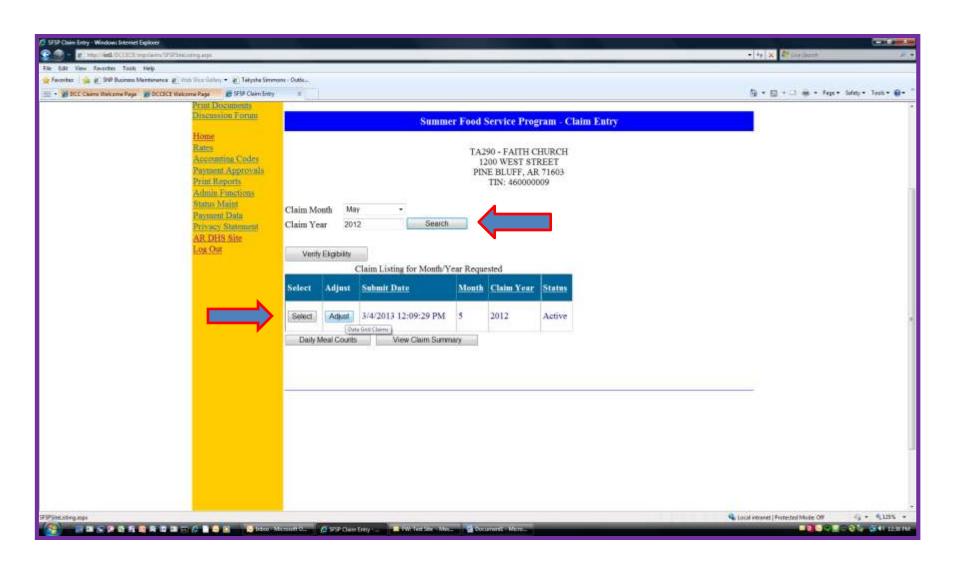


After the end of the completed claim month, enter

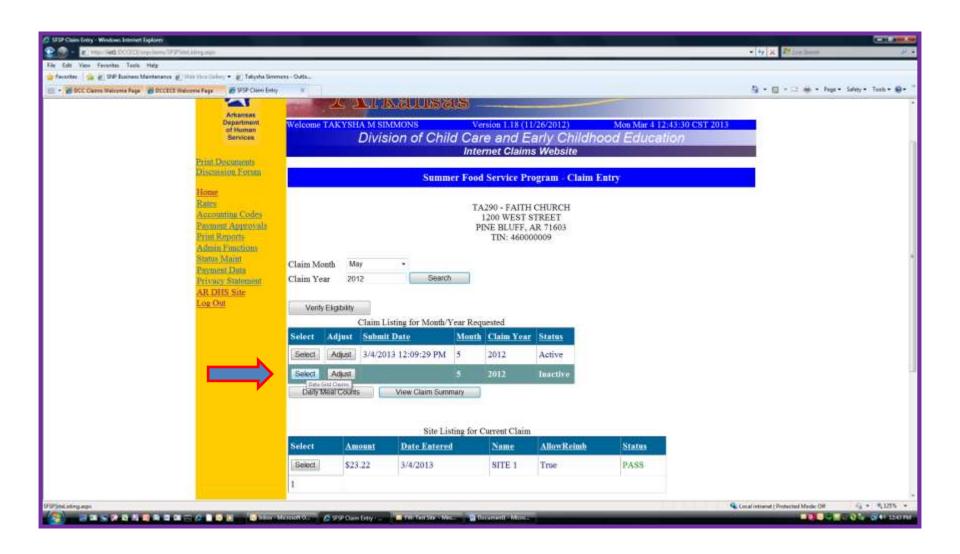
date signed and click submit



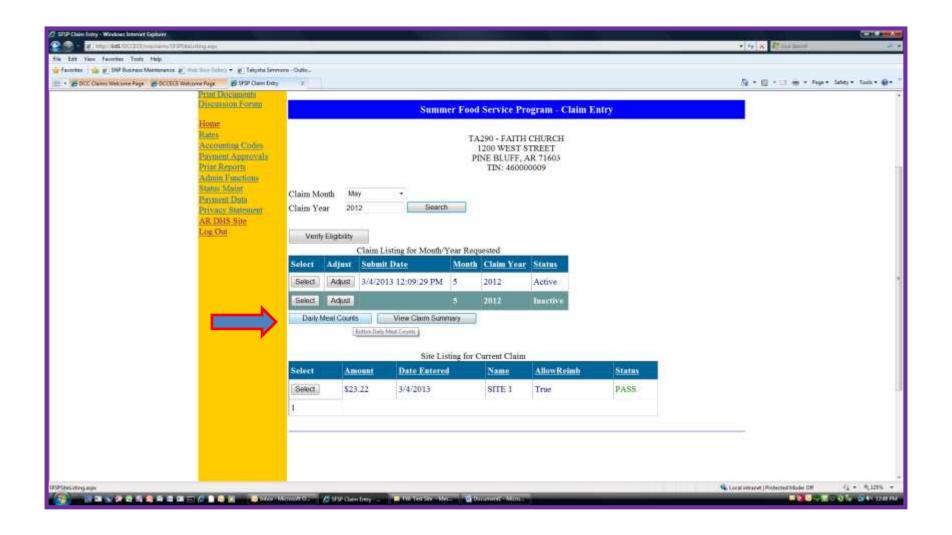
To enter meals for a new month repeat steps 1-3 click search and adjust



Select the adjusted claim grid



Click on daily meal counts and repeat steps 7-16



FOR ADJUSTED CLAIMS ONLY

Note: After entering the daily meal counts for an adjusted claim click get current daily data, calculate and save

